



## Food Production Records Training

**Professional Standards:** Operations - Food Production (2120 Food Production Records)

### Webcast

[Food Production Records](#) – 11 minutes

Provides an overview of the benefits and importance of keeping accurate production records for school meals. Tips will be provided to complete production records accurately and in a timely fashion.

### Activity

After viewing the webcast as a group, give participants a completed production record from one of your school buildings and have staff work in pairs for a few minutes to answer the questions below.

1. What is the recipe/product number for entrée(s) served?
2. How many entrée(s) servings would you prepare?
3. What is the crediting for entrée(s) served?
4. What is the serving size of the fruit offering(s)?
5. How many servings of vegetables were actually served?
6. What are the age/grade groups served for lunch?
7. Were any adult meals served?
8. Circle areas that are missing or incorrect/inconsistent.

Go through the answers as a group. Share any additional guidance you would like to see related to your district's food production records.

Have volunteers share with the group one thing they plan to change related to production records going forward, an A-ha moment, or best practice that works in their building related to food production records.

## Quiz

The quiz questions can be completed as group, in pairs, or individually as a way to reinforce concepts learned.

**1. A food production record is:**

1. A valuable management tool
2. A listing of nutrient standards
3. A nutrient analysis of the menu
4. Step-by-step instructions for preparing the menu

**2. Well-developed food production records can be a valuable management tool for \_\_\_\_ the same or similar menus.**

1. Analyzing
2. Forecasting
3. Testing
4. Inventory

**3. Keeping accurate food production records help to forecast the amount of food to prepare, as well as:**

1. The name of the students that will eat that day.
2. Reduces shortages and waste, and how the meals meet the nutritional requirements.
3. Documentation to show how much to charge for adult meals
4. How many students will attend summer school next summer.

**4. Production records need to be completed**

1. Before you leave for the summer
2. At the end of the meal service each day
3. The next morning during breakfast service
4. If you have time

**5. Daily food production records can help state agency reviewers know if:**

1. They are going to get a free meal on the day of the review.
2. The meals served and claimed for federal reimbursement meet all requirements
3. All staff members were present the day of the review
4. What food will be ordered for next week's menu.

## **Additional Food Production Records Trainings**

[New Manager Webinar](#) (February 8, 2017): reviews the USDA meal patterns with emphasis on differences between grade groups, dietary specifications and how component requirements are recorded on food production records. Presented by Iowa Department of Education Bureau of Nutrition and Health Service staff.

[New Manager Webinar](#) (March 8, 2017): presents ways that food production records are useful for both nutrition and financial accountability, implementation of offer vs. serve and importance of training for all employees. Presented by Iowa Department of Education Bureau of Nutrition and Health Service staff.

### **Institute of Child Nutrition Training Materials:**

[ICN No Time to Train Lesson](#) – Food Production Records – Why? (15 minutes)

[ICN No Time to Train Lesson](#) – Food Production Records – What and Where? (15 minutes)

[ICN No Time to Train Lesson](#) – Food Production Records – Who and When? (20 minutes)

[ICN Online Training](#) – Food Production Records: focuses on completing accurate food production records in school nutrition programs. (1.5 hours)